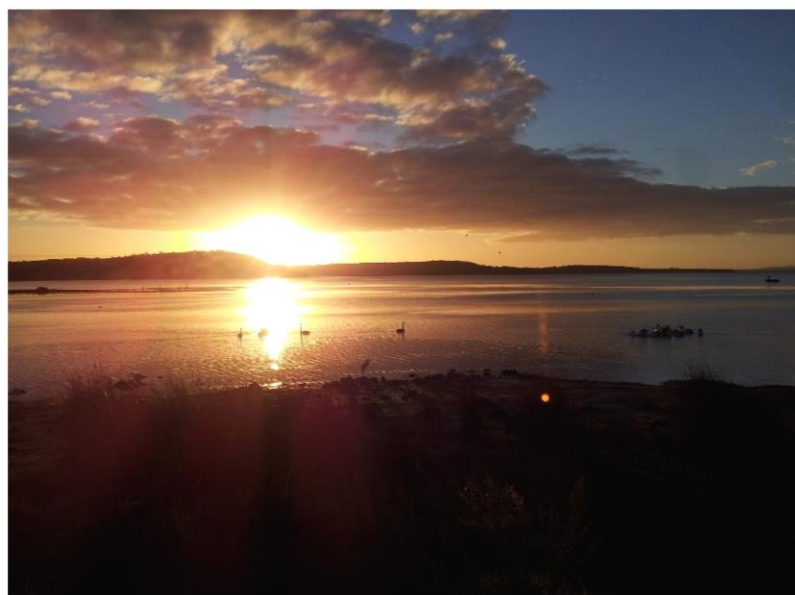


Shire of Denmark

Special Council Meeting **AGENDA**

26 March 2019



TO BE HELD IN THE COUNCIL CHAMBERS, 953 SOUTH COAST HIGHWAY,
DENMARK ON TUESDAY, 26 MARCH 2019, COMMENCING AT 4.00PM.

For the purpose of considering the 2018/19 Mid-Year Budget Review.



Contact Us

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Strategic Community Plan (snapshot)

E1.0

Our Economy

We are an attractive location to live, invest, study, visit and work

- E1.1 To have a locally supported resilient, stable and innovative business community that embraces creativity, resourcefulness and originality
- E1.2 To be a vibrant and unique tourist destination, that celebrates our natural and historical assets
- E1.3 To have diverse education and employment opportunities
- E1.4 To recognise the importance of agriculture in our local economy and protect prime agricultural land

N2.0

Our Natural Environment

Our natural environment is highly valued and carefully managed to meet the needs of our community, now and in the future

- N2.1 To preserve and protect the natural environment
- N2.2 To promote and encourage responsible development
- N2.3 To reduce human impact on natural resources, reduce waste and utilise renewable energy
- N2.4 To acknowledge and adapt to climate change

B3.0

Our Built Environment

We have a functional built environment that reflects our rural and village character and supports a connected, creative and active community

- B3.1 To have public spaces and infrastructure that are accessible and appropriate for our community
- B3.2 To have community assets that are flexible, adaptable and of high quality to meet the purpose and needs of multiple users
- B3.3 To have a planning framework that is visionary, supports connectivity and enables participation
- B3.4 To manage assets in a consistent and sustainable manner
- B3.5 To have diverse and affordable housing, building and accommodation options

C4.0

Our Community

We live in a happy, healthy, diverse and safe community with services that support a vibrant lifestyle and foster community spirit

- C4.1 To have services that foster a happy, healthy, vibrant and safe community
- C4.2 To have services that are inclusive, promote cohesiveness and reflect our creative nature
- C4.3 To create a community that nurtures and integrates natural, cultural and historical values
- C4.4 To recognise and respect our local heritage and Aboriginal history

L5.0

Our Local Government

The Shire of Denmark is recognised as a transparent, well governed and effectively managed Local Government

- L5.1 To be high functioning, open, transparent, ethical and responsive
- L5.2 To have meaningful, respectful and proactive collaboration with the community
- L5.3 To be decisive and to make consistent and well considered decisions
- L5.4 To be fiscally responsible
- L5.5 To embrace change, apply technological advancement and pursue regional partnerships that drive business efficiency

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**MEMBERS:

Cr Ceinwen Gearon (Shire President)
 Cr Peter Caron (Deputy Shire President)
 Cr Mark Allen
 Cr Kingsley Gibson
 Cr Jan Lewis
 Cr Ian Osborne
 Cr Janine Phillips
 Cr Roger Seeney
 Cr Rob Whooley

STAFF:

Mr Bill Parker (Chief Executive Officer)
 Mr Cary Green (Director Corporate and Community Services)
 Mr David King (Director Assets and Sustainable Development)

APOLOGIES:ON LEAVE OF ABSENCE:ABSENT:VISITORS:DECLARATIONS OF INTEREST:

Name	Item No	Interest	Nature

3. ANNOUNCEMENT BY THE PERSON PRESIDING**4. PUBLIC QUESTION TIME****4.1 PUBLIC QUESTIONS**

In accordance with Section 5.24 of the Local Government Act 1995, Council conducts a public question time to enable members of the public to address Council or ask questions of Council.

For a Special Meeting of Council, such as this, **they must however relate to the item(s) on the Agenda.**

Questions from the public are invited and welcomed at this point of the Agenda.

Should you wish to address Council please note that the Presiding Person (the Shire President) may have to limit the time of individual speakers in order to allow sufficient time for all speakers present at the meeting to address Council. The rules of this process and

the time allocated will be determined by the Presiding Person at the Meeting dependent upon the indicative number of speakers.

Questions from the Public

5. REPORTS OF OFFICERS

5.1 ADOPTION OF 2018/2019 MID-YEAR BUDGET REVIEW

File Ref:	FIN.9
Applicant / Proponent:	Not applicable
Subject Land / Locality:	Not applicable
Disclosure of Officer Interest:	Nil
Date:	20 March 2019
Author:	Scott Sewell, Accountant
Authorising Officer:	Cary Green, Director Corporate and Community Services
Attachments:	5.1a – Annexure A - 2018/19 Statement of Budget Review 5.1b – Annexure B - 2018/19 Detailed Statement of Budget Review

Summary:

To consider and adopt the Budget Review as presented in the attached Statement of Budget Review for the period 1 July 2018 to 31 January 2019.

Background:

Council adopted its 2018/2019 Municipal Budget at its special meeting held 31 July 2018. In accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 local governments are required to carry out a review of their annual budget after six months and Council is required to consider the results of this review.

A detailed listing of the budget review summary with recommended changes to the adopted budget is included as an attachment to this report. (Refer Annexure B)

Consultation:

As part of the review process direct consultation has occurred with the Chief Executive Officer and all Directors with input from Managers in relation to the status of budget projects included within their area of responsibility.

Statutory Obligations:

Local Government Act 1995 section 6.2 Municipal Budget
Local Government (Financial Management) Regulations 1996 Regulation 33A

Regulation 33A. Review of budget

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
 - a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - b) *consider the local government's financial position as at the date of the review; and*
 - c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*

(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications:

There are no policy implications.

Budget / Financial Implications:

In order to determine the expected financial position as at 30 June 2019, the budget review financial statements contain all actual revenue and expenditure totals at Program level to 31 January 2019, (refer page 1 of Annexure A). The proposed adjustments to accounts or jobs and the recommended revised budget for those line items with a brief explanation of the circumstances that have led to the suggested amendment are similarly included (refer Annexure B). Further details surrounding some of the more significant items listed in the review are also provided later within this report.

The 2018/2019 Municipal Budget was adopted with an estimate of a zero surplus at year end. Council has considered and agreed to the following formal amendment to the budget since its original adoption as follows:

1. November 2018 – Council resolution to reallocate \$40,000 from expense account number 1420312 Office Layout (Administration Building) to account number 1076002 Hardy Street Remediation.

In summary, the Statement of Financial Activity shows the following proposed amendments to the adopted budget based on year end projections:

Table: 1

	Adopted Budget	Budget Amendment	Revised Budget
	\$	\$	\$
Operating Revenue	\$11,452,274	\$157,178	\$11,609,452
Operating Expenditure	\$(14,515,956)	\$(28,045)	\$(14,544,001)
Net Operating Surplus (Deficit)	\$(3,063,682)	\$129,133	\$(2,934,549)
Non-Operating Grants	\$3,665,350	\$260,000	\$3,925,350
Net Result	\$601,668	\$389,133	\$990,801
Depreciation	\$4,442,692	\$ -	\$4,442,692
Adjustments to provisions	\$51,096	\$ -	\$51,096
(Profit)/Loss on Sale of assets	\$86,700	\$ -	\$86,700
Capital Expenditure	\$(7,120,548)	\$(637,800)	\$(7,758,348)
Transfer to Reserves	\$(948,692)	\$ -	\$(948,692)
Transfer from Reserves	\$1,808,500	\$392,000	\$2,200,500
Proceeds from Disposal of Assets	\$191,500	\$ -	\$191,500
Repayment of Debentures	\$(284,185)	\$ -	\$(284,185)
S/S Loan Income	\$50,683	\$ -	\$50,683
Restricted Grants Utilised	\$164,445	\$ -	\$164,445
Opening Surplus(Deficit) July 1 B/Fwd	\$956,141	\$(143,333)	\$812,808
Closing Surplus/(Deficit) June 30 C/Fwd	\$ -	\$ -	\$ -

The following general overview is provided on the financial reporting result for the period ended 31 January 2019 which have been projected out to an estimate as at 30 June 2019:

Surplus Brought Forward

The budget for 2018/2019 was adopted on the basis of a surplus brought forward of \$956,141. The final audited financial statements for the 2017/2018 financial year confirmed a closing surplus position of \$812,008, a net difference of **(\$143,333)** lower than budgeted. The variance in the estimated surplus brought forward was caused by adjustments to employee leave entitlements liability and finalisation of year end accruals processed after the adoption of the budget which were of greater value than provisionally estimated. This shortfall has been factored in to the overall budget review to bring it back to a balanced budget estimate as at 30 June 2019. This can be seen in table 1 included earlier in this report.

OPERATING REVENUE

The total operating revenue estimate for 2018/2019 has been increased by **\$157,178** from the adopted budget. Details of the significant items that have contributed to this variance (rounded) are listed in Annexure B (Detailed Statement of Budget Review) and are further explained below:

General Purpose Funding – Revenue Reduction \$10,000

Revenue gains from penalty interest, interim rates and back rate adjustments of \$37,714 - (refer lines 2, 3 & 4 of Annexure B).

Revenue reduction after confirmation of adjusted amounts for Council's Annual Financial Assistance Grants allocation (\$47,881) - (refer lines 5 & 6 of Annexure B).

Governance – Revenue Neutral

Higher than expected revenue mainly attributed to leave liability recoups for ex-employees offset by lower than expected LGIS Insurance rebate – (refer lines 13 & 14 of Annexure B).

Law, Order & Public Safety – Revenue Gain \$14,000

Grant funding received for upgrade to Mount Lindesay fire shed – (refer line 19 of Annexure B).

Education & Welfare – Revenue Gain \$5,000

Receipt of unbudgeted grants relating to new or expanded wellbeing programs – (Refer lines 23 & 24 of Annexure B).

Health – Revenue Reduction (\$15,000)

Annual registration renewal fee for Holiday Accommodation removed from Council's schedule of fees and charges during 2018/2019 budget deliberation process but revenue estimate still included in adopted budget. – (refer line 25 of Annexure B).

Community Amenities – Revenue Gain \$11,000

Additional revenue received from sale of bins and scrap metal. Reduced Grant funding for community safety initiative due to timing of funding rollout – (refer lines 29, 30 & 35 of Annexure B).

Recreation and Culture – Revenue Reduction (\$30,000)

Reduction in the approved grant amount expected for activities included under this Program and a change in funding arrangements for the Kidsport initiative have affected expected revenues – (refer lines 43 & 44 of Annexure B).

Transport – Revenue Gain \$135,000

Main Roads Direct Grant funding allocation have been restored to prior benchmark levels after a sharp reduction in 2017/18 based on a revised formula from the State Government, this change in funding model was not communicated to Council prior to the budget adoption. Receipt of some contribution to works funding. Lower income from Engineering Supervision Fees and changes to DPI transaction processing commissions and transaction volumes resulting in lower than expected revenue from this source – (refer lines 48, 49, 50 & 53 of Annexure B).

Economic Services – Revenue Reduction (\$7,000)

Sale of lime sand income lower than budgeted – (refer line 55 of Annexure B).

Other Property and Services – Revenue Gain \$52,000

Additional revenue to budget from the diesel fuel rebate scheme and employee novated lease scheme arrangements – (refer lines 59, 61 & 62 of Annexure B).

OPERATING EXPENDITURE

The total operating expenditure estimate for 2018/2019 has been increased by **(\$28,045)** from the adopted budget. Details of the significant items that have contributed to this variance (rounded) are listed in Annexure B (Detailed Statement of Budget Review) and are further explained below:

Governance – Expenditure Saving \$41,000

Adjustment to budget expenditure provisions based on year to date trends or other known circumstances – (refer lines 7 – 12 of Annexure B).

Law, Order & Public Safety – Expenditure Saving \$9,000

Cost savings on YTD budget estimates in relation to fire management and emergency relief expenses – (refer lines 15, 16 & 17 of Annexure B).

Education and Welfare – Additional Expenditure (\$5,000)

Costs associated with receipt of matching grant income – (refer lines 21 & 22 of Annexure B).

Community Amenities – Additional Expenditure (\$17,000)

Adjustment to budget expenditure provisions based on year to date trends or other known circumstances – (refer lines 26, 27, 28, 31, 32 & 34 of Annexure B).

Recreation & Culture – Expenditure Saving \$14,000

Adjustment to budget expenditure provisions based on year to date trends or other known circumstances – (refer lines 36, 38, 40, 41 & 42 of Annexure B).

Transport – Additional Expenditure (\$34,000)

Additional funds required to fund the upgrade of the depot facility, including flooring, window treatments, toilet facility and cabinets. Extra funds are also required for unbudgeted bridge maintenance – (refer lines 46 & 47 of Annexure B).

Economic Services – Expenditure Saving \$7,000

Cost savings on YTD budget estimates in relation to lime sand expenses – (refer line 54 of Annexure B).

Other Property & Services – Additional Expenditure (\$43,000)

Adjustment to budget expenditure provisions based on year to date trends or other known circumstances – (refer lines 56, 57, 58, & 60 of Annexure B).

NON-OPERATING REVENUE

Additional funding of **\$260,000** has been factored in for WANDRRA reinstatement works, this is identified in the reconciliation table earlier in this report and is further explained on line 51 of Annexure B.

CAPITAL INCOME

Additional funding of **\$392,000** is proposed to be utilised from Reserves as follows:

Table: 2

Reserve Fund	Adopted Budget	Adjustments	Revised Budget
Plant Reserve	\$466,500	\$12,000	\$488,500
Parry Beach Campground Reserve	\$44,000	\$0	\$44,000
Land and Buildings Reserve	\$600,000	\$190,000	\$790,000
Waste Services Reserve	\$30,000	\$10,000	\$40,000
Lionsville Reserve	\$56,000	\$0	\$56,000
Recreation Centre Equipment Reserve	\$10,000	\$0	\$10,000
Denmark East Development Reserve	\$600,000	\$180,000	\$780,000
Total	\$1,808,500	\$392,000	\$2,200,500

Plant Reserve \$12,000

Purpose built canopy for Rangers vehicle – additional funds of \$12,000 to be funded from Plant Replacement Reserve

- Original budget of \$52,000 was for purchase of a Dual Cab ranger's vehicle with standard canopy.
- To satisfy OSH requirements, a purpose-built canopy was purchased for \$15,798 to sit on new Extra Cab vehicle with the canopy having a life expectancy of 10 years and a provision that the canopy can be transferred to replacement ranger's vehicle every 3 years
- Whole of Life cost savings achieved by replacing Extra Cab vehicle only and transferring purpose-built canopy at vehicle replacement date

Waste Services Reserve \$10,000

Waste Services Review - additional \$10,000 consultancy fees for Waste Services Review to be funded from Waste Services Reserve.

Additional funds requested for consultant to:

- Assess and include recommendations that inform the Shire's Long-Term Financial Plan.
- Provide content for Shire of Denmark Asset Management plans in relation to Peaceful Bay and McIntosh Road Transfer stations.

Denmark East Development Reserve \$180,000

Denmark East Development Project (DEDP) – additional funds of \$180,000 to complete DEDP to be funded from Denmark East Development Reserve. The funding is required to complete the Shire's 2018/2019 construction obligations to the project and has been caused by an initial underestimation of the project scope requirements for the current financial year, this was further compounded by delays and inefficiencies in construction methods caused by complications with NBN and cabling connections to the area.

Land and Buildings Reserve \$190,000

- a) McLean Oval Redevelopment Project – Council has previously been made aware of potential additional costs associated with this project and the intent to review the funds allocation as part of the mid-year budget review process. It is now recommended that Council approve additional funding of \$70,000 as follows:
 - \$45,000 – Upgrade lighting to LEDs for improved illumination, whole of life cost savings over the life of the LED's and a more environmentally friendly option. (Refer line 39 of Annexure B).
 - \$25,000 – Additional design fees, due to re-scoping the project once the original costing came back. (Refer line 39 of Annexure B).
- b) Plane Tree Precinct Upgrade – Some time ago the Shire received a rough estimate of \$176,000 to renovate the cottage crafts building which included adding a new entry foyer, storage and administrative space. This estimate was the basis for various applications for funding assistance in relation to the project. After full testing of the current market it was confirmed that the original provision is only sufficient to cover the new works component of the project. Additional funding of \$120,000 is now required to cover the costs of other renewal works including demolition, re-stumping, re-cladding, painting and electrical upgrades. It is

recommended that the amount required to complete this project to be funded from the Land and Buildings Reserve. (Refer line 37 of Annexure B).

Council should note that the recommended transfers from the Land and Buildings Reserve listed above will result in a projected balance for that Reserve Fund of approximately \$210,000 as at 30 June 2019.

CAPITAL EXPENDITURE

An additional amount of **(\$637,800)** is proposed for capital expenses.

Table: 3

Expense Type	Budget Amount	Adjustment	Revised Budget
Capital Works on Land & Buildings	\$2,072,945	\$204,000	\$2,276,945
Road Infrastructure Capital Works	\$4,254,403	\$440,000	\$4,694,403
Recreation Infrastructure Capital Works	\$47,500	\$0	\$47,500
Other Infrastructure Capital Works	\$60,200	(\$18,200)	\$42,000
Purchase Plant & Equipment	\$670,500	\$12,000	\$682,500
Purchase Furniture & Equipment	\$15,000	\$0	\$15,000
Total	\$7,120,548	\$637,800	\$7,758,348

Capital works on land and buildings will increase by \$204,000,

- \$120,000 for Plane Tree precinct
- \$ 70,000 for McLean Oval redevelopment
- \$ 14,000 for Mt Lindesay Fire Shed
- (refer lines 20,37 & 39 of Annexure B).

Capital works on road infrastructure expense will increase by \$440,000,

- \$260,000 for WANDRRA
- \$180,000 for Denmark East development
- (refer lines 45 & 52 of Annexure B).

Capital works relating to other infrastructure will reduce by \$18,200,

- due to the progress stage funding of the CCTV installation relating to community safety (refer line 33 of Annexure B).

Costs for purchasing Plant & Equipment will increase by \$12,000,

- For the supply of the ranger utility canopy as referenced earlier in this report – (refer line 18 of Annexure B).

Other Items to Note from the Budget Review Process:

1. Contribution to Works – A recent review of a number of developer contributions currently held by Council and dating back many years have not been recognised as revenue by Council as required under the Australian Accounting Standards. When a full review of the history of these contributions is completed by the administration they will need to be recognised as revenue in the current 2018/19 financial year. Due to a change in the Accounting Standards relating to such matters which takes effect from 1 July 2019 a number of these contributions will attract a matching contract liability but others will have had that pre-existing liability extinguished. This process will be dealt with administratively as part of end of financial year adjustments. Further to this a request has been lodged with the State Planning Minister for approval to use Public Open Space (POS) Development contributions currently held as a trust bond to assist in offsetting costs for the redevelopment of McLean Oval which, if approved, will result in these funds being recognised as revenue.

A provision of \$116,000 has been included in the budget review as a revenue estimate from this funding source. This is a conservative estimate because Minister Approval is not assured for the POS transfer and the full history of some other contributions needs further research before being finalised. If Minister approval is granted for the transfer the final revenue total

for this item will exceed the provision contained in the budget review by at least \$150,000. Should that be the case any year end surplus amount as at 30 June 2019 determined at that time can be used to replenish Reserve Funds, particularly the Land and Buildings Reserve as part of the 2019/2020 budget adoption process.

2. Additional funds are requested to make payment of a \$7,000 invoice, which is for a 50% contribution towards a security fence between the cemetery and the Ag College. This is currently an unbudgeted expense for which this report seeks Council endorsement and approval. The 50% requested contribution is considered reasonable as the application is for public safety, by providing fencing between the cemetery and the Ag College's girls dormitories.

Should Council accept the Officer recommendation to amend the budget as per the attached summary, the overall net impact on the end of year position is NIL as it maintains the assumption of a zero, year-end surplus brought forward. This has been achieved by looking at projected gains and reductions in operating revenue, cost savings and overruns in operating expenditure, acknowledgement of the reduced surplus brought forward as at 1 July 2018 as audited and using Reserve Funds to cover additional expenditure associated with capital expenditure.

Strategic & Corporate Plan Implications:

The report and officer recommendation are consistent with Council's adopted Strategic Community Plan Aspirations and Objectives and the Corporate Business Plan Actions and Projects in the following specific ways:

Denmark 2027

L5.4 To be fiscally responsible

Corporate Business Plan

Nil

Sustainability Implications:

➤ **Governance:**

There are no known significant governance considerations relating to the report or officer recommendation.

➤ **Environmental:**

There are no known significant environmental considerations relating to the report or officer recommendation.

➤ **Economic:**

There are no known significant economic considerations relating to the report or officer recommendation.

➤ **Social:**

There are no known significant social considerations relating to the report or officer recommendation.

➤ **Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Consider Budget Review and accept Officer Recommendation or alternate Council Resolution
Financial mismanagement and/or Budget overruns.	Rare (1)	Moderate (3)	Low (1-4)	Inadequate Financial, Accounting or Business Acumen	Accept Officer Recommendation

Comment/Conclusion:

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. Council adopted a variance of 10% or greater of the annual budget for each program area in the budget, as a level that requires an explanation or report, with a minimum dollar variance of \$10,000.

The material variance is calculated by comparing budget estimates to the end of month actual amounts of expenditure, revenue and income to the end of the month to which the financial statement relates.

This figure is to be used in the Statements of Financial Activity the Annual Budget Review which is to be undertaken after the first six months of the financial year to assess how the budget is progressing and to estimate the end of the financial year position.

Whilst the mid-year budget review performed by the administration identified some variances in year to date depreciation costs, as well as internal allocations, loss on sale of assets and overheads, the attached schedule of proposed amendments makes no recommendation to change the budgets for these items. This is because they are all non-cash expenses and therefore have no impact on the final surplus year end position estimate, it is also quite usual for a disjoint to occur in redistribution of internal costs in the early to midyear period which generally evens out closer to year end.

The Officer recommends that Council adopt the Budget Review as presented and retains the estimated Budget Surplus position carried forward estimate of zero.

Voting Requirements:

Absolute majority.

OFFICER RECOMMENDATION	ITEM 5.1
<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt the 2018/2019 Budget Review in accordance with regulation 33A of the Local Government (Financial Management) Regulations 1996, including endorsement of proposed amendments to the 2018/2019 Municipal Budget as detailed in the attached Statement of Budget Review. 2. Endorse the purchase of the custom canopy for the Rangers vehicle with \$12,000 additional funding to be sourced from the Plant Replacement Reserve. 3. Approve an additional \$10,000 in consultancy costs for the Waste Services Review to be funded by the Waste Services Reserve. 4. Approve an additional \$180,000 of project funding to complete Denmark East Development Project, to be funded by the Denmark East Development Reserve. 5. Approve an additional \$70,000 of project funding to complete the McLean Park Redevelopment Project, to be funded from the Land and Buildings Reserve. 6. Approve an additional \$120,000 of project funding for the Plane Tree Precinct Project, to be funded from the Land and Buildings Reserve. 7. Approve the release of \$7,000 funding to the Denmark Agricultural College on satisfactory completion of the fencing works at the Denmark Agricultural College/Cemetery Reserve. 	

**Absolute majority required.*

6. CLOSURE OF MEETING